

DDP/RMO-68/81
21 August 1968

MEMORANDUM FOR: Records Management Officers

SUBJECT: Records Center Purge

1. As most of you know, the Records Center is for all practical purposes filled up. There is very little room for more material to be retired and for obvious budgetary reasons the Agency is unable to develop other facilities. Similarly, office space is tight so we cannot accumulate further in Headquarters buildings. Various solutions, such as microfilming, have been discussed but all have been dismissed on a cost basis. It is apparent from the facts that sometime in the near future we will be ordered to purge our Records Center holdings. We have been so advised by the Agency Records Administration Officer.

2. The other CIA Directorates will undoubtedly approach this problem on a task force basis. The CS, of course, cannot since records policy requires that purging be done on a document-by-document basis by personnel of the unit from which the records derive. On the other hand, there is considerable CS material in the Records Center which was sent there in indiscriminate fashion and retention of many individual items (in which CS copy is not involved) is questionable.

3. I am attaching an overall report on CS Records Center holdings for the information of all concerned. I am also attaching a listing of those items belonging to your component which are scheduled to be reviewed since the period for retention at the Records Center has expired. Detailed listings of other questionable "non-CS" holdings, many without specified retention periods, are available in RID/ARD.

4. It is requested, in anticipation of firm orders to conduct a purge as described above, that each of you consider your particular problem and arrange as much recall, screening and destruction of unnecessary material as you can.

DDP, Records Management Officer

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Attachments: 21 a/s

1-Chrono, RMO'